

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

02/11/04

Does not confer to Civil Service Status

POSITION: **Facility Assistant**

ANNOUNCEMENT# **SP 33-04**

NA-3502-03

Salary: \$7.41-\$7.72 per hour

LOCATION: MWR Dept./ Recreation Centers/NSA
Norfolk, VA 23511

CLOSING DATE: **Open Until Filled**

AREA OF CONSIDERATION: OPEN

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Assists with cleanliness and upkeep of facilities. Sweeps, mops, washes and waxes/buffs floors using automatic waxing/buffing machines, mops and brooms. Washes walls, windows, blinds and other surfaces and replaces light bulbs as needed using ladders or scaffolding to reach higher areas. Cleans carpeted areas with vacuum and/or carpet cleaning equipment. Maintains restrooms and/or locker rooms ensuring they are clean, orderly and sanitary by cleaning, disinfecting, deodorizing lavatories, urinals and toilet bowls. Replenishes bathroom tissues, hand towels and soaps. Cleans and maintains outside of facility by picking up trash, emptying trash containers, deicing/shoveling walkways and stairs, cleaning outside doors/windows, trimming grass, etc. Assists higher graded workers with general maintenance, or minor repairs to doors, floors/floor coverings, walls, ceiling, windows and light fixtures, etc. Assists with touch up painting using standard coating methods such as brushing, rolling and spraying. May set-up/breakdown events or special projects as assigned. Assists with set up of conference rooms, event rooms, and outdoor events to include setting up chairs/tables, podiums, sound equipment, screens, delivering/picking up supplies, etc. Cleans and resets rooms at conclusion of conference and assists with cleanup after outdoor events. Observes required safety, sanitation and hazardous waste disposal rules and regulations. Performs other duties as assigned.

QUALIFICATIONS: Must have skill in the safe use of a variety of basic hand tools, portable power tools and cleaning agents. Must be able to follow verbal and written instructions, and set up rooms according to verbal instructions and/or floor plans. Must understand and apply basic knowledge of cleaning and basic maintenance skills.

Special Requirements: This position is subject to an irregular tour, which may include weekends, holidays and seasonal work. Must possess and maintain a valid state driver's license, as the incumbent will be required to travel to other sites within the region in performance of normal duties.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)